Rowan University — Purchase to Pay

Requisition to Check Process

- End-user creates requisition
- Purchasing converts requisition to PO & end-user orders the goods and/or services
- Vendor fills the order
- End-user receives the items and completes receiving in Banner
- Invoices are sent to AP
- AP reviews and processes the payment
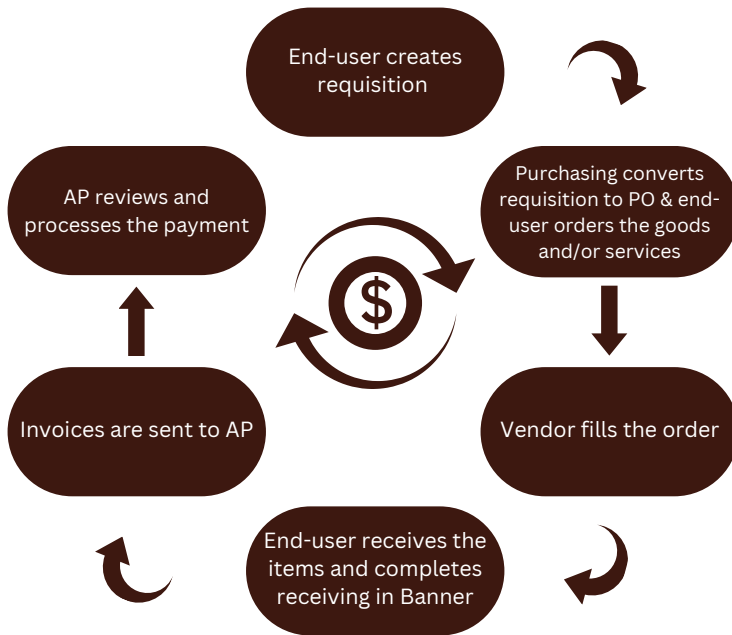
Requisition (REQ#) to a Purchase Order (PO#)

Must have an approved PO # prior to placing an order
- To be in compliance with OCP policies, avoid Confirming Orders
  - Confirming Orders = a purchase with a vendor prior to the conversion of a requisition to a purchase order

Processing your Requisition in Banner
- Provide all required documentation to requisitions@rowan.edu
  - Include any quotes, forms, and other procurement approvals

Submit a Change Order Request
- Used to increase or decrease your purchase order
- Performed in the Change Order Portal

Submit a Contract Review
- Used when a request has a contract associated with it
- Used when utilizing an independent contractor
- Change performed in the Contract Portal

Payment Methods for Purchasing Goods & Services

- Requisition/Purchase Order (most preferred method)
- University P-Card -> visit OCP website for application
- Non-PO Payment Request (least preferred method)
  - Must abide by Non-PO Category List
  - Not permissible for services
- Wires
  - Only applicable for foreign vendors without a U.S. bank account
  - Approved PO # is still required before payment can be processed

Invoice Processing

- Due to audit compliance, vendors must send their invoice with an approved PO# directly to AP at invoices@rowan.edu
  - Department can be copied on the email
  - Proforma, statements, quotes & order confirmations are NOT acceptable
- Invoices are paid on a Net 30 basis unless otherwise stated on the contract
  - Net 30 signifies that vendors will receive their payment on or within 30 days of the invoice date
- Electronic receiving in Banner needs to be completed once the product has been delivered or the service has been provided

Examples of Preferred Vendors = purchase should be made directly through OCP & not with personal funds
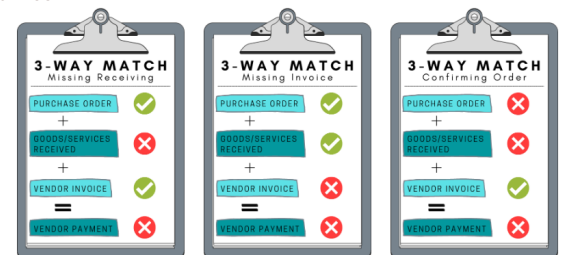
- Amazon Online Marketplace
- Office Depot
  - For all office supplies, including ink cartridges & toner
- Barnes & Noble
  - For all textbooks
- Home Depot & Lowe's
- Visit OCP's website for full list

Vendor Portal

- Used to set up vendors to do business with Rowan as well as reactivating or making adjustments for current vendors in our system
  - If the vendor is not currently active in Banner, contact OCP for inquiries

3-WAY MATCH — Missing Receiving
- PURCHASE ORDER ✓
- GOODS/SERVICES RECEIVED ✗
- VENDOR INVOICE ✓
- VENDOR PAYMENT ✗

3-WAY MATCH — Missing Invoice
- PURCHASE ORDER ✓
- GOODS/SERVICES RECEIVED ✓
- VENDOR INVOICE ✗
- VENDOR PAYMENT ✗

3-WAY MATCH — Confirming Order
- PURCHASE ORDER ✗
- GOODS/SERVICES RECEIVED ✗
- VENDOR INVOICE ✓
- VENDOR PAYMENT ✗

Contact Information

Alexis Jones
Director of Contracting & Procurement (OCP)
vendors@rowan.edu
Vendor Builds, Requisition/PO questions, P-card

Joselyn Peoples
Director of Accounts Payable (AP)
invoices@rowan.edu
Invoices, Non-POs, Vendor Direct Deposit Setup

Feel free to contact us to schedule 1:1 training